

Effective Date of Actions

Purpose To provide guidance on the effective date of personnel actions.

Definition Personnel Actions initiated by the supervisor/manager on current employees.

Supervisor/Manager	Step	Action
	1	Manager submits a request for a personnel action through HRConnect no later than Monday before the effective date.
	2	Manager submits a request for personnel action for a separation through HRConnect as soon as they are aware of the action.

ARC HR Processing	Step	Action
	3	<p>ARC HR Processing processes actions based on date of receipt in ARC HR.</p> <ul style="list-style-type: none">• All personnel actions except recruit and classification actions, must be received in ARC HR Processing the Monday before the desired effective date.• Actions received after the Monday cutoff will be processed effective the following pay period.• Selections and all required documentation for recruit must be received in ARC HR Processing from ARC HR Staffing the Monday before the desired effective date. * <p>* Exceptions to this policy are treated on a case-by-case basis and should be infrequent so as to allow adequate time to process the actions timely and accurately. Exceptions must be approved by the Branch Manager ARC HR Processing Operations Branch.</p>
	4	<p>ARC HR Processing:</p> <ul style="list-style-type: none">• Finishes coding the action in HR Connect.• Prints the personnel action and review for accuracy.• Forwards the action to ARC HR Staffing.

ARC HR Staffing	Step	Action
	5	<p>ARC HR Staffing:</p> <ul style="list-style-type: none">• Reviews and approves personnel action before the effective date.• Returns action to ARC HR Processing for release to NFC.

ARC HR Processing	Step	Action
	6	<p>ARC HR Processing:</p> <ul style="list-style-type: none">• Releases the personnel action through HRConnect to NFC to ensure timely processing for the effective pay period cycle.• Reviews action next day to be sure applied accurately in HRConnect and NFC.• Resolves any documents in suspense.

**For more
information from
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